

**Appendix G**

**Checklist for OCS Applicants**

- \_\_\_ 1. Commanding Officer's Endorsement/Recommendation.  
(Applicant's correct name, rate, SSN, specific recommendation, original signature.)
- \_\_\_ 2. Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)
- \_\_\_ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application.)
- \_\_\_ 4. Evaluations. (Copies of last three years observed Evaluation Report & Counseling (NAVPERS 1616/26)).
- \_\_\_ 5. High School Transcript or GED. (Provide copies of all high school transcripts or GED Certificate and partial HS Transcript.)
- \_\_\_ 6. Award Citations. (Attach one copy of each award citation.)
- \_\_\_ 7. Verification of Birth (age). (Attach a copy of your birth certificate or Report of Birth (Form DD 372). A service record copy of your birth certificate is also acceptable.)
- \_\_\_ 8. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form.)
- \_\_\_ 9. Sailor Marine Ace Registry Transcript (SMART) (Attach one copy of your transcript for service schools attended.)
- \_\_\_ 10. Personal Motivation Statement. (Use form provided in the Officer Programs Application Form OPNAV 1420/1.)
- \_\_\_ 11. Documentation of the Command Medical Records Review and Interview (included in the Commanding Officer's endorsement).

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\_\_\_12. Financial Statement. (Use form provided in the Officer Programs Application OPNAV 1420/1.)

\_\_\_13. Testing Scores - (Use information in the Officer Programs Application OPNAV 1420/1 block 21.)